



POLICE • COMMUNITY PARTNERSHIPS

NEIGHBORHOOD BLOCK PARTY REGISTRATION PACKET

For more information about the West Valley City National Night Out Program, please contact
West Valley City Communications Department, Neighborhood Services Office
3600 S Constitution Boulevard, Suite 230 | West Valley City, Utah 84119
neighborhoods@wvc-ut.gov
www.wvc-ut.gov/nno





WVC NNO INFORMATION

Welcome to **National Night Out 2018!** It is America's Night Out Against Crime! This is the **35th** annual National Night Out, a crime and drug prevention event sponsored by the National Association of Town Watch. More than 50 events were held around the City in 2017. Groups that register with the City will potentially have visits from Police, Fire and City Council-members. Past block parties in the City have been very creative, ranging from simple neighborhood meetings to large neighborhood dinners with live entertainment. Some groups choose to close a neighborhood street while others hold events at City parks or in a neighbor's yard. It does not require a large amount of money to make an event a success; many groups have pot-luck events where everyone in the neighborhood brings a favorite dish to share.

To better meet the needs of all the neighborhoods that wish to participate, and to help schedule city resources more effectively, we are asking groups to plan their block party on one of the following nights:

- **Tuesday, August 7**
- **Friday, August 24**

Ideally, we would like to try and limit these nights to no more than 25 events each. If your group chooses another night during the month, it is likely that staff will not be able to make visits. If you have questions about a specific date, please contact us.

Start planning early:

- Organize a neighborhood block party committee.
- Please complete and return the **ENTIRE** registration packet by **Thursday, July 19**.
- Decide if you will be closing a street and submit a street closure request form **with** the packet. If your event is on a City street, this is **REQUIRED**, it is NOT optional!
- Invite your neighbors (reminder cards and door hangers will be available in limited quantities).
- Post a National Night Out banner a few days before your event to remind your neighbors to attend (limited quantities for registered groups).
- PLEASE DO NOT HESITATE TO CONTACT OUR OFFICE IF YOU HAVE ANY QUESTIONS ABOUT NNO OR ABOUT WHAT RESOURCES WE MIGHT BE ABLE TO ASSIST WITH.



NEIGHBORHOOD INFORMATION

Neighborhood Information	
Neighborhood Association Name:	
Is your group registered with the City? <input type="radio"/> NO <input type="radio"/> YES	
Is this your groups first year participating in NNO? <input type="radio"/> NO <input type="radio"/> YES	
City Council District:	Police Beat:
Neighborhood Organization Contact Information	
Chairperson:	
Email Address:	
Home Address:	
Zip Code:	
Home/Cell Phone:	
NNO Event Organizer Contact Information	
Chairperson:	
Email Address:	
Home Address:	
Zip Code:	
Home/Cell Phone:	
Event organizer will be provided 1 tshirt to keep and wear at the event. (availability may be limited) Please indicate what size you would like: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Small _____ Medium _____ Large _____ </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> XL _____ XXL _____ XXXL _____ </div>	



Event Details	
Neighborhood Association Name: _____	
What day will your event be held?	<input type="radio"/> Tuesday, August 7 <input type="radio"/> Friday, August 24 <input type="radio"/> Other: _____
Exact start time of your event: _____	
Expected end time of your event: _____	
Suggested time for staff visits: _____	
Exact address of your event: _____	
Type of location:	<input type="radio"/> City Park <input type="radio"/> Residence <input type="radio"/> Street <input type="radio"/> Clubhouse <input type="radio"/> Other: _____
Number of homes invited: _____	
Expected adult attendance: _____	
Expected youth attendance: _____	
2 ATTACHMENTS ARE REQUIRED	
<input type="radio"/> Map of the area being invited to your NNO event <input type="radio"/> Copy of the flier you will be using (if different from the City provided door hanger)	
Street Closure Request submitted? <input type="radio"/> NO <input type="radio"/> YES	
<i>If your event is on a City street, this is REQUIRED, it is NOT optional!</i>	
How will you be promoting your event in order reach EVERY member of your neighborhood?	
Does your event have a theme? If so, please explain: 	
Any other important event details, special requests, etc. 	



EVENT ASSISTANCE REQUEST

Assistance Request			
Neighborhood Association Name:			
<p>REGISTERED neighborhood organizations in the City will be eligible to receive assistance with materials, supplies and food for their NNO event.</p> <p>If you are not a registered organization, please contact the WVC Neighborhood Services Office or download a copy of the neighborhood registration packet online at www.wvc-ut.gov/neighborhoods.</p>			
Number of Items Being Requested (subject to availability and actual donations received by City)			
Street Banner		Activity Books	
Yard Sign		Color Sheets/Crayons	
Door Hangers		Sidewalk Chalk	
Photocopies		Balloons	
Other Printed:			
Hot Dogs & Buns		Ketchup (32 oz)	
Chips		Mustard (20 oz)	
Bottled Water		Relish (12 oz)	
Paper Plates		Paper Towels	
Napkins		Cups	
Other requests:			



NNO STREET CLOSURE REQUEST

FOR EVENTS BEING HELD IN AUGUST

Step 1:

- Ask neighbors to sign the "Street Closure Request Petition." You are required to receive signatures of support from 51 percent of the homes on the street that will be closed.
- Ask your neighbors for comments prior to the party and before going door to door for signatures.
- You must make an attempt to contact every homeowner on the street you are proposing to close and ask for their support. A flier should be delivered to every home about the proposed block party with your address and phone number on it.
- Attach a copy of the flier that was used.

Step 2:

- Attach a map that CLEARLY identifies the section of the street that you are requesting permission to close.

Step 3:

- Return the completed application, petition, and area map.
- The completed application needs to be returned along with the petition of consenting neighbors and a map of the area to the Neighborhood Services Office before July 19.
- Once received, staff will help you obtain the necessary approvals.

Step 4:

- After the approval, make arrangements to pick up barricades or caution tape from the Neighborhood Services Office.
- Barricades are not stored at City Hall, an appointment will be needed to arrange pick up from the storage unit.
- There are a limited number of barricades being used by MANY groups, barricades need to be returned the next business day to the storage unit.



STREET CLOSURE APPLICATION

Neighborhood Information							
Neighborhood Association Name:							
NNO Event Organizer Contact Information							
Chairperson:							
Email Address:							
Home Address:							
Zip Code:							
Home/Cell Phone:							
Date and Time Information							
What day will your event be held?				<input type="radio"/> Tuesday, August 7 <input type="radio"/> Friday, August 24 <input type="radio"/> Other: _____			
Closure start time:				Closure end time:			
Event start time:				Event end time:			
Location Information							
Name of street being proposed for closure:							
From house number:				To house number:			
Attach a map that CLEARLY identifies the section of the street that you are requesting permission to close.							
Barricades needed:				<input type="radio"/> NO <input type="radio"/> YES		How many? _____	
Caution tape needed:				<input type="radio"/> NO <input type="radio"/> YES		How much? _____	
FOR OFFICE USE ONLY							
City Council		Police Beat		Code Area		CDBG Area	
PR&NS Approval		Police Approval		Fire Approval		PW Approval	



STREET CLOSURE PETITION

**I live on the street that will be closed for the neighborhood
National Night Out block party.
I support closing the street for this purpose.**

Name: _____ Address: _____

Comment: _____

Name: _____ Address: _____

Comment: _____

Name: _____ Address: _____

Comment: _____

Name: _____ Address: _____

Comment: _____

Name: _____ Address: _____

Comment: _____

Name: _____ Address: _____

Comment: _____

Name: _____ Address: _____

Comment: _____

Name: _____ Address: _____

Comment: _____

Name: _____ Address: _____

Comment: _____

Name: _____ Address: _____

Comment: _____